

25 March 1974

MEMORANDUM FOR: C/PDS

SUBJECT : Accountability for Books

1. The attached memorandum (Attachment A) was the first draft in response to your query concerning the system (or lack thereof) for controlling books purchased for use by instructors and students in OTR. Further discussions with Doris have resulted in the conclusions and recommendations below and in Attachment B.

2. The most significant aspect of the present situation is that, in effect, CRS considers that books purchased for instructors and students are "expendable". CRS does not expect to see these books again and does not require OTR to account for them. Books purchased for inclusion in the OTR Library (and the DTS/LY and the LLC/LY) are a different matter. They are cataloged and the normal "sign out" procedure when books are borrowed constitutes a means of control over the books. When these books are obsolete or otherwise of no use, they are sent to the Library of Congress if there is no other demand for them in OTR or elsewhere in the Agency. At present, CRS is not overly concerned about how much money is being spent by OTR on acquisition of books. This low level of concern may be only temporary, but it makes it unnecessary for OTR to keep a running account of amounts expended so as to avoid exceeding our "allotment", so to speak. Under these circumstances, it would seem excessively bureaucratic for us to develop a highly structured system within OTR for the purpose of assuring that all books purchased at the request of individual instructors are accounted for periodically. We can implement the procedural changes recommended in Attachment B, however, with relatively little fuss, and [REDACTED] and I suggest that you bring these recommendations to the attention of the Library Committee for coordination, additional comment, and concurrence. Again, we are not talking about the DTS/LY or the LLC/LY because these are treated by CRS as separate libraries to all intents and purposes, and we do not want to have all of their acquisitions funnelled through the OTR Library. Such a move would create an unnecessary strain upon the two people in the OTR Library; would delay by some indeterminate period the delivery of books to the requestors, and would not assist DTS/LY and LLC/LY in any discernible fashion.

25X1A

[REDACTED]  
C/DTG/PDS

25X1A

19 February 1974

TO: C/DIG

The following summary is the result of a discussion with the Senior Librarian, DDI/CRS/ADD, in reference to the problem of accountability for books in CTR, purchased with government funds.

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1. The DDI has in his budget close to [REDACTED] for the procurement of publications for the Agency and is legally obligated to control the use of this fund. The fund is handled by CRS and is increased if the need is justified. CRS requires purchase orders of large sums to be justified by the DDI.

2. CRS/ADD earmarks an amount to each component, based on previous use. Each component has a limit. The component's current limit, would be based on the fact that the component has spent more than the previously set limit, but within reason. CRS uses this method of earmarking for computer use and also as a management tool.

3. On a trial basis, CRS has discontinued its practice of notifying components of the amount spent quarterly of the component's fiscal year limit. During this trial period CRS is watching the purchasing patterns of components, which incidentally hasn't changed much. CRS wants to encourage the components to procure the needs of their offices. CRS does not want the offices to be discouraged by the quarterly reports, as some offices were taking the reports too seriously.

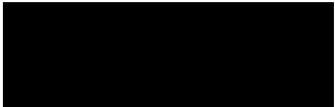
4. CRS is required to only purchase necessary publications for components, therefore each component has to name a person to authorize purchase request of its office. Signature should be written under authorized by, on form 1305.

Recommendation of a system of control for purchases of books in OTR with government funds.

With exception of LLC and DTS, I would recommend the offices in OTR to have OTR/LY request books for procurement. OTR/LY would order the books and have them controlled through cataloging. The multiple copies would be stored in the library and distributed as requested by the office. The library would see to it that timely decisions be made in discarding and forwarding old books to Library of Congress, Gifts and Exchange, as required by law.

The coordination of the offices with the library in OTR would help in the efficiency of selecting and procuring the interest and necessities of our office.

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C/DTG/LSB

Attachment B

Recommended changes in procedure for using Form 1395.

*Except for items covered by Paragraph 3 below,*

1. <sup>A</sup> All requests for purchase of hard-cover and paperback books for instructor or student use will show the REQUESTER as 'OTR/LY [REDACTED] CATALOG'; 25X1A OFFICE/DIVISION will be "OTR/LY"; ROOM AND BLDG will be 1E41-B HQS, and PHONE will be 3241. This will assure that all acquisitions of this type are sent by CRS to the OTR/LY instead of directly to the individual initiating the request. The books then will be cataloged in the OTR/LY and assigned on "indefinite loan" to the initiator of the request. This will accomplish several desirable ends:

a. OTR/LY will know as soon as a book is received instead of having to wait up to a month to receive a list from each OTR Unit as is now the case. By the same token it will permit us to stop asking each unit to type a monthly list of such acquisitions received, thus cutting down on paper work and clerical time.

b. Follow-up requests on items not received in the requesting units will be directed to OTR/LY which will deal directly with CRS and vice versa. This will provide additional efficiency in operations by encouraging reliance on the OTR Librarian as the channel for follow-up matters.

c. The instructor corps in OTR will come to understand, in time, that individual instructors do not 'own' the books they order and that such books are subject to recall for use by others. This may, in the long run, discourage the 'personal libraries' which seem to have attained the lofty pinnacle of status symbols throughout much of OTR. It may also tend to discourage the practice of defacing these books with underlinings, comments in margins, etc. although some people will NEVER learn that they have an obligation to take proper care of public property! This step probably will reduce somewhat the acquisition of multiple copies of the same title for use by individual instructors in adjoining offices (!) or by officers in different units who simply don't know that the title they are interested in is already sitting on the shelf gathering dust in another unit.

2. The name of the individual who wants hard-covers or paperbacks purchased will be typed in the REMARKS section along with an indication of the intended use of the item, as follows: FOR: (Instructor's name)/Student reference  
FOR: (Instructor's name)/Personal reference  
FOR: (Instructor's name)/Staff reference  
Unit Chiefs will continue to sign in the REMARKS section to signify their approval of the purchase and intended use of the item. (The initiator's signature is the means by which the OTR/LY determines where to send the books when they are received. The indication of the type of use intended for the books will help determine priorities in acquisition if CRS should reimpose a control over the dollars which OTR spends on books.)

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3. Books which are to be given to the students for retention will be identified as follows: the REQUESTER will be OTR/LY [REDACTED] OFFICE/DIVISION will be OTR/LY: ROOM AND BLDG will be 906 C of C, and PHONE will be 3241. In addition, the words STUDENT RETENTION will be typed in the REMARKS section along with the name of the instructor initiating the request. (These books will NOT be cataloged by either CRS or OTR/LY. If the titles are sufficiently important to OTR in general, separate copies will be ordered by OTR/LY for cataloging and lending.)